

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/CM-CMA**
3. **DATA TYPE:** 2/3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Configuration Management Audits Documentation
7. **DESCRIPTION/USE:** To support the conduct of Configuration Management (CM) system audit when required by the MSFC Project Office for in-house and procured products.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** See Attachment 1
11. **INITIAL SUBMISSION:** See Attachment 1
12. **SUBMISSION FREQUENCY:** Per audit
13. **REMARKS:** MPR 8040.1, Appendix Z, *Configuration Management, MSFC Programs/Projects*, contains the reference instructions for preparation of the CM audit plan.
14. **INTERRELATIONSHIP:**
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Configuration Management Audit Documentation contains the required documentation necessary to support the Government's audit of the contractor's CM system.
- 15.2 **APPLICABLE DOCUMENTS:**
Program/Project-specific CM Audit Plan (To be supplied by the MSFC project office)
- 15.3 **CONTENTS:** The types of data to be made available for the CM system audit are defined in the project specific CM Audit Plan and consist of the following:
 - a. Configuration Management Plan.
 - b. Configuration Accounting and Status Reports.
 - c. Deviation and Waiver Approval Requests.
 - d. Engineering Drawings and Associated Lists.
 - e. Engineering/Project Change Proposals.
 - f. Release Records.
 - g. Manufacturing Records.
 - h. Acceptance Data Package Documentation.
 - i. Functional Configuration Audit/Physical Configuration Audit Review Findings.
 - j. Agenda.
 - k. Presentation Charts.
 - l. Minutes.
 - m. Findings (Generated at Reviews).
 - n. Follow-up closure Status.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** As required to correct errors and to maintain findings closure status.

ATTACHMENT 1

Page 2/2

Distribution and Availability of Data
CM Audits

| <u>Document</u> | <u>Data Type</u> | <u>Availability</u> |
|---------------------------------|------------------|--|
| Agenda | 2 | One/15 days prior to audit, Approved copies at audit |
| Data Package | 3 | One/2 weeks prior to audit |
| Presentation Charts | 3 | One for each attendee at audit |
| Minutes | 2 | One at audit/ copy to each attendee within 2 weeks |
| Findings (Generated at Reviews) | 2 | Provided as hard copy or electronic per the project-specific CM Audit Plan |
| Follow-up closure status | 2 | As specified in the project-specific CM Audit Plan |

NOTE to STD/CM-CMA
Sample Statement of Work words*

1.4.2 CM System Audits. The Government reserves the right to audit the contractor's CM program for the contract. The contractor shall support these periodic audits. The Government will provide to the contractor a CM Audit Plan detailing requirements for the audits.

1.4.2.1 Contractor Support. The contractor shall provide the facilities and administrative support necessary for the CM system audits. The contractor shall provide the following: (1) the necessary data as listed in the MSFC Project-prepared CM Audit Plan; (2) support for maintaining a system for recording, processing, tracking, and reporting the status of all findings identified during the audit, corrective action, and close out; and (3) facilities and administrative support to the audit team(s).

1.4.2.2 CM System Audits Required Data. The contractor shall provide data required to support the CM system audits as defined in DRD STD/CM-CMA.

*****Sample complete CM SOW section available from CDRM.*****

Applicability Instructions:

Guidance on requirements for CM audits is provided in MPR 8040.1, Configuration Management, MSFC Programs/Projects. Appendix Z has information on how to conduct the audits.

NOTE:
These instructions on DRD
applicability are not a part
of the DRD and should
not be included in a DPD.